



**METADATA SPECIALIST**  
**JOB DESCRIPTION**  
**COLLECTION MANAGEMENT**

<b>TITLE:</b>	<b>METADATA SPECIALIST</b>	
<b>DEPARTMENT:</b>	<b>COLLECTION MANAGEMENT</b>	
<b>REPORTS TO:</b>	<b>MGR., DIGITAL PROJECTS</b>	
<b>FLSA CLASSIFICATION:</b>	<b>NON-EXEMPT</b>	<b>PAY GRADE 0110</b>

**POSITION SUMMARY:**

This is a temporary, grant-funded position offering experience in the field of digitization. Under limited direction, the Metadata Specialist will work collaboratively with other department members, other library staff, and external collection owners to create Descriptive, Administrative, and Technical metadata for a variety of digital collection materials according to local and national metadata and digital curation standards and practices. The Metadata Specialist participates in the development of Digital Projects policies and procedures with other librarians in a team environment, and provides training and guidance to IndyPL staff and external collection owners in the areas of metadata standards and CONTENTdm.

**ESSENTIAL FUNCTIONS:**

**Note:** This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

**PHYSICAL CODE**

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	CODE	ESSENTIAL FUNCTIONS
1	L	Able to work the normally scheduled work time for this position.
2	L	Able to cope with daily job-related stress.
3	L	Demonstrates knowledge of current trends in metadata standards and practices such as Dublin Core and LCSH, as well as research and archival practices.
4	L	Creates original metadata according to industry and local standards and has experience with content management systems
5	M	Assists with processing physical collections for delivery to vendor and return to owner.
6	L	Performs content management system (CONTENTdm) record maintenance, metadata clean-up and other similar projects.
7	S	Demonstrates and facilitates effective communication throughout the Library as well as with external collection owners.
8	S	Effectively uses image processing software such as Photoshop, Handbrake, Irfanview, Bulk Rename Utility to prepare and maintain digital collections.
9	L	Demonstrates flexibility in working with multiple assignments and priorities.
#	CODE	SUPPLEMENTAL FUNCTIONS
1	S	Assists with grant writing for digital projects.
3	L	Participates in developmental activities, attending professional meetings in appropriate professional and library associations at the local, state, and national level.
6	L	Other job duties and responsibilities as assigned.

MINIMUM JOB REQUIREMENTS	
<b>FORMAL EDUCATION</b>	<ul style="list-style-type: none"> <li>Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equal to a Master's degree-level of study or appropriate certification such as a Master of Library Science degree, Professional Engineer, Law degree, or Certified Public Accountant. (6)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Over one year up to and including three years. (3)</li> </ul>
<b>MANAGEMENT/SUPERVISORY RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>Job has no responsibility for the direction or supervision of others. (1a)</li> </ul>
<b>HUMAN COLLABORATION SKILLS</b>	<ul style="list-style-type: none"> <li>Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. (2b)</li> </ul>
<b>FREEDOM TO ACT</b>	<ul style="list-style-type: none"> <li>The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. (3b)</li> </ul>
<b>TECHNICAL SKILLS</b>	<ul style="list-style-type: none"> <li>Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. (2c)</li> </ul>
<b>BUDGETARY RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>Occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work. (2b)</li> </ul>
<b>CERTIFICATION &amp; OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Valid driver's license</li> </ul>

OVERALL PHYSICAL DEMANDS				
(C) Constantly 2/3 or more of the time	(F) Frequently 1/3 to 2/3 of the time	(O) Occasionally Up to 1/3 of the time	(R) Rarely Less than 1 hour/week	(N) Never Never occurs
PHYSICAL DEMAND	FREQUENCY	AVERAGE WEIGHT	BRIEF DESCRIPTION	
Standing	O			
Sitting	F			
Walking	F			
Lifting	F	20-40 lbs		
Carrying	F			
Pushing/Pulling	F			
Reaching	O			
Handling	F			
Fine Dexterity	C			
Kneeling	O			
Crouching	O			
Crawling	O			
Bending	O			
Twisting	O			
Climbing	O			
Balancing	O			
Vision	C			
Hearing	C			
Talking	C			
Other				